Preschool Desk Audit
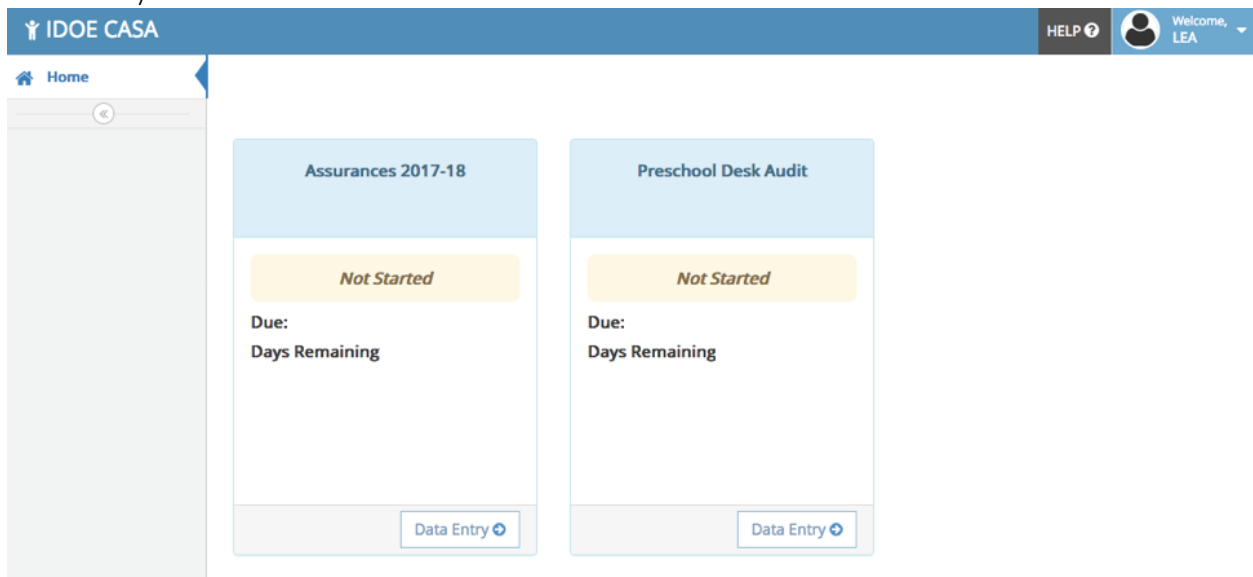
All districts are required to complete the Preschool Desk Audit found in the Consolidated Accountability and Support Application (CASA). Districts must ensure prior access to CASA in order to complete the Preschool Desk Audit.
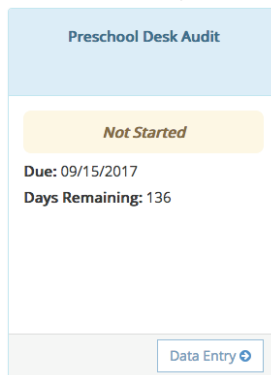
The Preschool Desk Audit is comprised of *two parts*, available at different times during the school year:
- Session ID Information (Part One): August 1st – September 15th (closes)
    - Session information was formerly entered in Early Childhood Reporting. All session information will now be entered through the Preschool Desk Audit in CASA.
    - Each district is required to provide information for every preschool session being offered, including community partners, and sessions serving one or more students with an Individualized Education Program (IEP) regardless of participation in the Statewide Voluntary Preschool Program (SWVPP).
    - Session ID numbers for other required reporting (Student Reporting in Iowa, Fall BEDS Staff) will be generated during this portion of the desk audit.
    - Session Information must be completed within the Preschool Desk Audit prior to upload to Student Reporting in Iowa.
- IQPPS Criteria Evidence upload (Part Two): September 15th – December 15th (closes)
    - This part is in pilot for the 2017-2018 school year. Only districts (including community partners) that volunteered to participate in the pilot will submit evidence for this part.
        - Districts (including community partners) participating in the pilot with sessions following IQPPS standards are required to provide additional information.
        - The district superintendent and the person submitting the first half of the desk audit will receive an email reminder that additional information must be provided. This will be a reminder that evidence for IQPPS criteria must be uploaded for those participating in the pilot.

The below image shows an approximation of what the dashboard will look like in CASA when you first enter the system.

The below image shows an approximation of how the Preschool Desk Audit will appear in CASA.
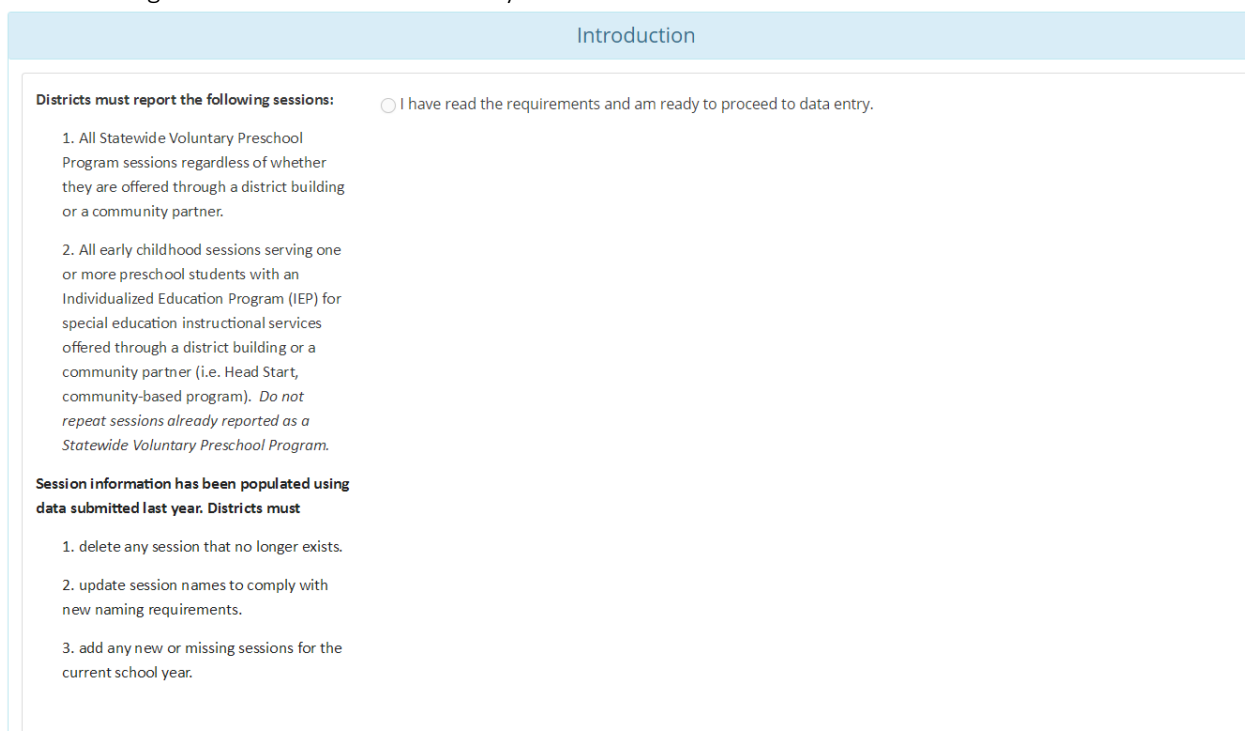
Preschool Desk Audit

Not Started

Due: 09/15/2017
Days Remaining: 136

Data Entry ➡

The following will show once the Data Entry button is clicked:

Introduction

Districts must report the following sessions:

1. All Statewide Voluntary Preschool Program sessions regardless of whether they are offered through a district building or a community partner.

2. All early childhood sessions serving one or more preschool students with an Individualized Education Program (IEP) for special education instructional services offered through a district building or a community partner (i.e. Head Start, community-based program). *Do not repeat sessions already reported as a Statewide Voluntary Preschool Program.*

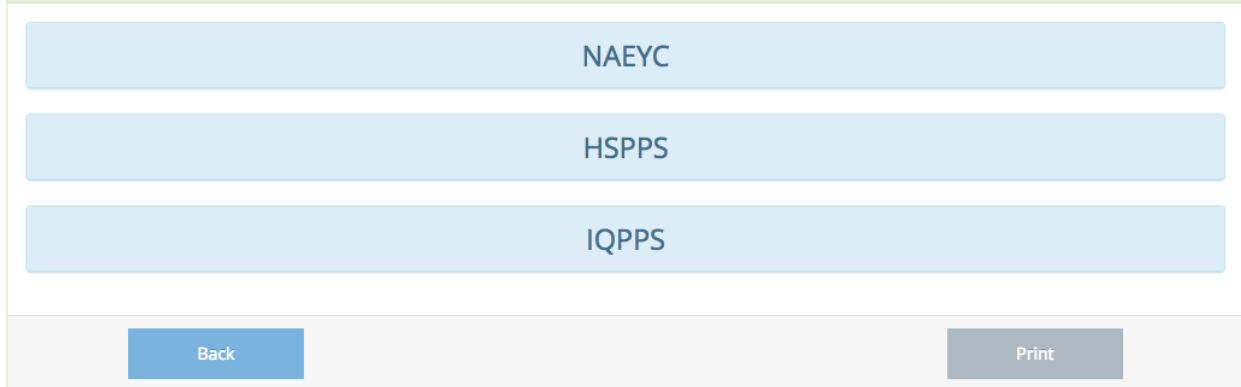**Session information has been populated using data submitted last year. Districts must**

1. delete any session that no longer exists.

2. update session names to comply with new naming requirements.

3. add any new or missing sessions for the current school year.

○ I have read the requirements and am ready to proceed to data entry.

Follow the steps below to complete the first part of the Preschool Desk Audit in CASA:

1. Review and edit session information copied from the previous year, create sessions if needed, and delete any inactive sessions if needed (Preschool Desk Audit link)
2. Submit (Submit link)

1. Review and edit session information:
   a) Upon login to CASA, click on the "Data Entry" button for the Preschool Desk Audit to begin reviewing and entering session information for the district, its community partners, and any session serving one or more students with an IEP regardless of participation in the SWVPP. Once you have clicked on "Data Entry, "the following screen will appear:

   | NAEYC |
   | HSPPS |
   | IQPPS |

   Back   Print

   b) Edit Sessions: All Session Information has been copied over from the previous year. In other words, if last year a district had two teachers teaching two Sessions each, this year all four Sessions will appear in the Preschool Desk Audit; each with a new Session ID number. Sessions that have been copied from the previous year will be organized by the program standard being followed by each classroom: the National Association of Education of Young Children (NAEYC) Standards and Criteria; Head Start Program Performance Standards (HSPPS); or the Iowa Quality Preschool Program Standards (IQPPS). The district will review all session information that has been copied over from the previous year and update the information so that it is complete based on guidance for reporting program standard information and accurate for the current year. To begin, click anywhere on the blue bars for NAEYC, HSPPS, or IQPPS to open session information for editing.
      1. Be sure Session Naming Conventions are followed for each session reviewed. Session names within session information that has been rolled over may not meet Session Naming Conventions and must be edited in order to address Session Naming Conventions.
   c) Delete Sessions: If any session that was copied over from the previous year will be inactive for the current year, the session should be deleted by clicking on the red "X" in the upper right hand corner. Once a session is deleted, information for that session cannot be recovered.
   d) Create Sessions: If new sessions have been added at a school building or community partner, new sessions will need to be created. Districts will organize entry of session information based on the program standard being followed by each classroom. Enter all new sessions following NAEYC, HSPPS, and IQPPS. The information required to be entered for each session depends on the Program Standard of the Session. To begin, click anywhere on the blue bars for NAEYC, HSPPS, or IQPPS to open a window to enter information for each session. Click on the "+Add New _____ Session" button to create a new session.

1. Below is an approximation of the view for entering information for each session following NAEYC. Use the following steps to guide entry of information:

- Select the Building in which this session is located from the Dropdown menu. If the building in which this session is located does not appear in the dropdown list, select the option that indicates the session is not affiliated with a building.
- Enter the Session Name using the **Session Naming Conventions**.
  - Districts should use the following format for the session name:
    - Name the Session with the teacher's last name followed by an indication of the Session meeting times; such as:
      - "Smith AM" and "Smith PM" for a teacher teaching a morning and an afternoon Session.
      - "Smith MW" and "Smith TTh" for a teacher teaching a Session meeting on Monday and Wednesday and another Session—with different students—on Tuesday and Thursday.
      - "Smith M-F" for a teacher teaching a Session meeting Monday through Friday (even if this is this teacher's only session).
- Enter the lead teacher's legal name (the name should match other systems such as Fall BEDS Staff and the Board of Educational Examiners).
- Enter the Expiration Date-- Enter the date this location's NAEYC Accreditation expires in the text box provided—A calendar function will aid in entering the date.
- Enter the NAEYC Accreditation ID—Enter the NAEYC Accreditation ID number in the text box.
- If needed, reference the building's NAEYC application for the above information.
- Click on the "+Add New _____ Session" button to create additional NAEYC sessions as needed.
- Repeat these steps for each session following NAEYC.

2. Below is an approximation of the view for entering information for each session following HSPPS. Use the following steps to guide entry of information:

HSPPS

HSPPS SESSIONS

HSPPS SESSION 1   Program Identification Number: (Populated After Submission)

Building*

Session Name*

Teacher Name*

Local Monitoring Date*   Federal Monitoring Date*   Written Agreement Date*

+ Add New HSPPS Session

- Select the Building in which this session is located from the Dropdown menu. If the building in which this session is located does not appear in the dropdown list, select the option that indicates the session is not affiliated with a building.
- Enter the Session Name using the Session Naming Conventions.
- Enter the lead teacher's legal name (the name should match other systems such as Fall BEDS Staff and the Board of Educational Examiners).
- Enter Local Monitoring Date—Enter the date the local Head Start Agency last monitored this session— A calendar function will aid in entering the date. Monitoring by the local Head Start Grantee should occur annually at minimum.
- Enter Federal Monitoring Date—Enter the date of the most recent federal Head Start monitoring visit—A calendar function will aid in entering the date.
- Enter Written Agreement Date—The District should have a written agreement with the local Head Start Agency addressing monitoring. The written agreement should be reviewed annually. Enter the last date the written agreement was reviewed—A calendar function will aid in entering the date.
- Click on the "+Add New _____ Session" button to create additional HSPPS sessions as needed.
- Repeat these steps for each session following HSPPS.

3. Below is an approximation of the view for entering information for each session following IQPPS. Use the following steps to guide entry of information:

IQPPS

IQPPS SESSIONS

| IQPPS SESSION 1 | Program Identification Number: (Populated After Sumbission) | ✕ |

Building*

Session Name*

Teacher Name*

+ Add New IQPPS Session

- Select the Building in which this session is located from the Dropdown menu. If the building in which this session is located does not appear in the dropdown list, select the option that indicates the session is not affiliated with a building.
- Enter the Session Name using the Session Naming Conventions.
- Enter the lead teacher's legal name (the name should match other systems such as Fall BEDS Staff and the Board of Educational Examiners).
- Click on the "+Add New _____ Session" button to create additional IQPPS sessions as needed.
- Repeat these steps for each session following IQPPS.

2. Submit:
   a) Once all session information has been entered, click "Submit" at the bottom of the screen as shown in the screenshot below.
   b) If a Submit button does not appear, the user does not have submit level access and the local user who has submit level access will need to be notified that the Preschool Desk Audit is ready to submit.
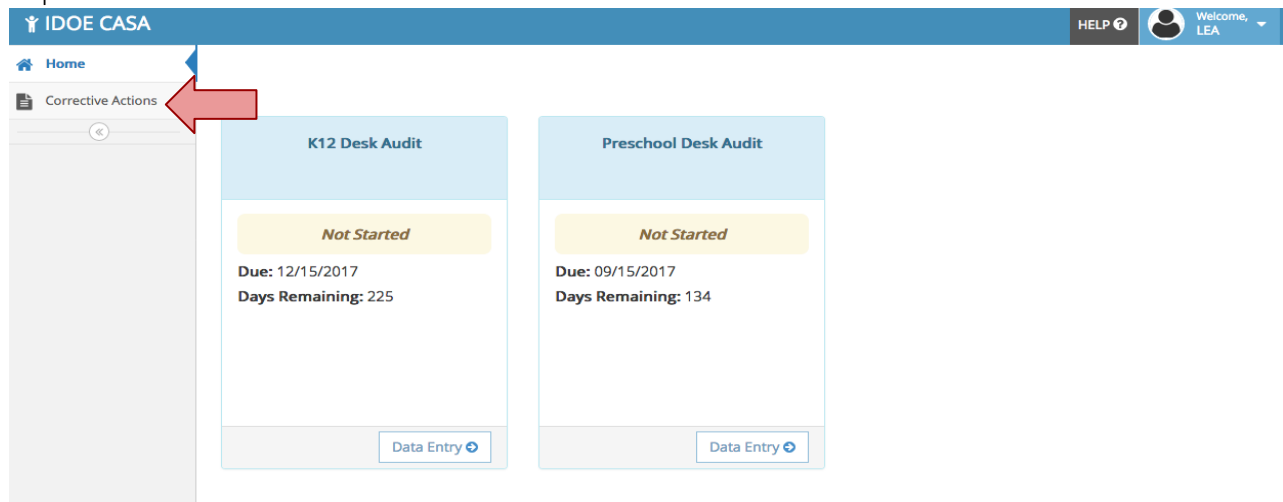
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AVAILABLE ACTIONS

To submit this protocol as complete, click on the 'Submit' button.   Submit

Corrective Action Log: Note that if any part of the Preschool Desk Audit results in need for correction, the superintendent will be notified via a feature in the CASA system called the Corrective Action Log. The superintendent may handle the corrective action or assign it to a member of the district staff. The Corrective Action Log will include anything the district/school needs to correct Preschool - 12. The Corrective Actions link is located on the left hand side on the main menu as shown in the below screenshot. Once the district submits the correction as complete, a school improvement consultant at the Department of Education will receive notification via email.

This completes the entry of information into the Preschool Desk Audit.

Other preschool reporting expectations*:
*These reporting expectations are for all district-sponsored preschool programs, including community partners and locations in which early childhood special education instructional services are provided, unless otherwise noted:

- Answer Assurances: Assurances must be completed by all school districts implementing the SWVPP.
  - o Assurances are located separately from the Preschool Desk Audit in CASA. Assurances for the SWVPP are included in a single list of assurances for Preschool - 12.
  - o **Assurances require response by the district superintendent** and will only be part of the view in CASA for the superintendent.
    - Each assurance requires a yes/no response.
    - Corrective action is required for any "No" answer. A district must address any Corrective Actions immediately.
  - o Assurances must be completed by September 15, 2017.
  - o For further assistance, contact Jennifer Adkins at Jennifer.adkins@iowa.gov.
- School Information Update –
  - o This application is located in the Iowa Education Portal under EdInfo.
  - o The School Information Update will open May 1 for the 2017-2018 school year. Updates are requested to be entered by June 16, 2017.
  - o Use the School Information Update to ensure the PK grade level is included for existing buildings and/or add new buildings/partners in order to expedite transfer of information to other reporting systems.
  - o For further assistance, contact Chris Bieghler at chris.bieghler@iowa.gov.

- Fall BEDS Staff –
  - This application is located in the Iowa Education Portal under EdInfo.
  - Fall BEDS Staff will open September 1 and must be completed by October 15, 2017.
  - Information must be reported for all staff (teachers and teacher assistants) in district-operated <u>and</u> community partner programs, inclusive of early childhood special education.
  - For further assistance, contact Chris Bieghler at chris.bieghler@iowa.gov.
- Student Reporting in Iowa –
  - Data for SWVPP participants and children with instructional IEPs will be submitted with the district's Student Reporting in Iowa submission for the upcoming school year. The Certified Enrollment count is due October 15.
  - Each SWVPP participant and children with instructional IEPs must be entered into the district's student information system, including students not participating in district buildings.
  - For more information, view the *Meeting Preschool Reporting Requirements Webinar* which will be posted to the SWVPP web page and tutorials that will be available through the Student Reporting in Iowa web page.
  - For further assistance, please contact Margaret Hanson at (515) 281-3214 or Rachel Kruse at (515) 281-4153.

For more information, view the *Meeting Reporting Requirements Webinar*, which will be posted to the SWVPP web page. For further assistance, please use the contacts provided above for specific applications or contact Jennifer Adkins at (515) 725-2219 or Jennifer.Adkins@iowa.gov.